



AI-Mobty Transformation Program JOB ANALYSIS QUESTIONNAIRE

Job Title: SURVEYOR + (FORMAN)	Job Grade:
Section: GROUP - 5	Department: AL-MOBTX ROAD SECTION
Division: JIZAN	Work Location: AL- OSH PROJECT
Reports to: ENG. NAJAR	No. of Subordinates: 8

Job Summary:

Please give a summary of the role and its current objectives in no more than 3 – 4 lines.

Job Summary:

WORKS AS A SURVEYOR + A. FORMAN MORE THEN ONE YEARS IN MIGZA ROAD IN G-5 JIZAN AND NOW IN AL OSH PROJECT. AND MIGZA ROAD IS FINISHED WORKS IN MAXIM PROJECT FROM BEGINING UP TO THE HANDOVER PROJECT

Primary Duties & Responsibilities:

Please list the major duties and responsibilities as required to be performed by this position. Place these tasks in order of their importance starting with the most important task to the least one. Also please indicate frequency you perform each duty and responsibility (e.g. daily, weekly, monthly, quarterly, yearly) and the total percentage of time devoted to each duty. The total annual percentage of time devoted across all listed tasks must equal 100%.

Task #	Task Description	Frequency	% Time
1.	WORKS IN BILJORASHA 14 KM WIDENING WITH BRIDGE STRUCTURE	Daily	98
2.	WORKS IN BISHA CEMENT PLANT PROJECT	Daily	97
3.	ASIS JARAB PROJECT IN AL-BAHA	Daily	97
4.	AL-HAGUE ROAD PROJECT IN JIZAN	Daily	96
5.	AL ROMA PROJECT IN RIYAD	Daily	96
6.	TAIF HOSPITAL PROJECT TAIF	Daily	98
7.	MORE THEN 14 PROJECT DONE ALBAH-BALADIA	Daily	99
8.	PIPE LINE PROJECT IN ABHA	Daily	97
9.	PIPE LINE PROJECT IN MOHILE	Daily	95
10.	AL TARWEEN ROAD AL-BAHA	Daily	98
11.	WIDENING MANDAS TAIF ROAD IN AL-BAHA	Daily	98
12.	MIGZA ROAD JIZAN AS FORMAN + SURVEYOR WITH STRUCTURAL WORKS	Daily	99

AL- OSH ROAD JIZAN AS SURVEYOR & FORMAN		Jan LX	96
14.			
15.			
The Total Annual Percentage of Time			100%
Key Job Objectives and Key Performance Indicators Please list down the key performance objectives required from the job and key performance indicators that are used to measure the achievement of each specific performance objective. You may state more than one key performance indicator for each objective.			
Key Performance Objectives Expected from this Job		Key Performance Indicators	
1. FINISH THE WORK ACORDING WITH THE PLAN - & PROFILE		1. FOLLOW THE CORRECT DESIGN 2. GOOD QUALITY OF WORK	
2. FINISH THE WORK BEFORE THE GIVE TIME FRAME		1. FOLLOW THE WORKIN TIME FLOW INSTRUCTION OF MANAGER. 2. FOLLOW THE DAILY PRODUCTION	
3. VERY GOOD QUALITY OF WORK		1. PRODUCTION OF WORKS 2. WITH ASPECIFICATION	
4. GOOD PROTECTION GET FORM ALL OF EQUIPMENT'S		1. GET PRODUCTION MAXIMUM THE CAPACITY OF EQUIPMENT'S 2. MAINTENANG OF EQUIP- FLOW ALWAYS	
5. VERY GOOD COBINATION WITH MANAGERS & WITH WORKING PEOPLE		1. MAINTAIN GOOD RELATION 2. GOOD Relation WITH WORKERS	
Contacts and Communication: Please Indicate contacts and interactions that the position holder is required to carry out as part of his job within and outside the organization. Frequency should be expressed as daily, weekly, monthly, biannually or annually. The total annual percentage of time devoted across all contacts and communication should not exceed 100%.			
Within the organization (state the position / job):	Purpose	Frequency	% of time per year
1. PROJECT MANAGER	ABOUT WORKS	DAILY	98
2. SITE ENGINEER'S	PROGRESSE OF WORKS-	DAILY	99
3. PLANT MANAGER'S		WEEKLY	95
4. CONSULTANT SURVEYOR'S		WEEKLY	96
5. AREA MANAGER		MONTHLY	95
Outside the organization (state Name of Organization or Individuals):	Purpose	Frequency	% of time per year
1.			

3.			
4.			
5.			
Education, Experience & Skills: What are the minimum Education, Professional Certification, Experience and Skills that are needed to be able to undertake the responsibilities of the job successfully			
Required Education:			
Required Professional Certification:			
Required Experience:			
Required Skills:			
Acknowledgement and Signature: Please endorse your signature (s) as an acknowledgement that the contents are accurate and complete. In case the job is occupied by more than one employee, all employees should review this form and endorse their signatures.			
Employee's Name (1):	ABDEL HAY	Signature	ABDEL HAY
Employee's Name (2):		Signature	
Employee's Name (3):		Signature	
Employee's Name (4):		Signature	
Direct Supervisor's / Manager's Name:		Signature	